from coworkers and the public, which may be used by the employee to express

The Department has authority to recover back wages and an equal amount in

liquidated damages in instances of minimum wage, overtime, and other violations.

The Department may litigate and/or recommend criminal prosecution. Employers

may be assessed civil money penalties for each willful or repeated violation of the

minimum wage or overtime pay provisions of the law. Civil money penalties may

also be assessed for violations of the FLSA's child labor provisions. Heightened

civil money penalties may be assessed for each child labor violation that results

in the death or serious injury of any minor employee, and such assessments may

be doubled when the violations are determined to be willful or repeated. The law

Certain occupations and establishments are exempt from the minimum

wage, and/or overtime pay provisions. Certain narrow exemptions also

Commonwealth of the Northern Mariana Islands, and the Commonwealth

Some state laws provide greater employee protections; employers must

Some employers incorrectly classify workers as "independent contractors"

when they are actually employees under the FLSA. It is important to know

the difference between the two because employees (unless exempt) are

entitled to the FLSA's minimum wage and overtime pay protections and

Certain full-time students, student learners, apprentices, and workers

also prohibits retaliating against or discharging workers who file a complaint or

Special provisions apply to workers in American Samoa, the

correctly classified independent contractors are not.

participate in any proceeding under the FLSA.

apply to the pump at work requirements.

ADDITIONAL INFORMATION

of Puerto Rico.

comply with both.

from circular saws:

In logging operations:

Specific Violations: Penalty

Continuing Violations: Penalty

R.S. 23:241

Any Person Who:

FED

(WHD) enforces the FMLA for most employees.

Am I eligible to take FMLA leave?

You work for a covered employer,

current or previous calendar year.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

You are an **eligible employee** if **all** of the following apply:

You have worked for your employer at least 12 months,

Airline flight crew employees have different "hours of service" requirements.

Follow your employer's normal policies for requesting leave,

Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible.

Employees (current and former), including managers and

Union members and applicants for membership in a union

Sex (including pregnancy, childbirth, and related medical

Genetic information (including employer requests for, or purchase,

Retaliation for filing a charge, reasonably opposing discrimination,

use, or disclosure of genetic tests, genetic services, or family

or participating in a discrimination lawsuit, investigation, or

Interference, coercion, or threats related to exercising rights

regarding disability discrimination or pregnancy accommodation

Harassment (including unwelcome verbal or physical conduct)

Failure to provide reasonable accommodation for a disability;

Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

Conduct that coerces, intimidates, threatens, or interferes

with someone exercising their rights, or someone assisting or

encouraging someone else to exercise rights, regarding disability

Conduct that might reasonably discourage someone from opposing

discrimination, filing a charge, or participating in an investigation

pregnancy, childbirth, or related medical condition; or a sincerely-

conditions, sexual orientation, or gender identity)

What Types of Employment Discrimination are Illegal?

regardless of your immigration status, on the bases of:

Under the EEOC's laws, an employer may not discriminate against you,

You work for an elementary or public or private secondary school, or

You work for a **covered employer** if **one** of the following applies:

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected

To care for your spouse, child or parent with a serious mental or physical health condition, and

injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-

provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced

schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

Your employer has at least 50 employees within 75 miles of your work location.

You work for a private employer that had at least 50 employees during at least 20 workweeks in the

You work for a public agency, such as a local, state or federal government agency. Most federal

employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a

leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

Your serious mental or physical health condition that makes you unable to work,

The birth, adoption or foster placement of a child with you,

request certification of a qualifying exigency.

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

ENFORCEMENT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR **BEGINNING JULY 24, 2009**

FED

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the

employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. **PUMP AT WORK**

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion.

DEPARTMENT OF LAROR UNITED STATES OF AMERICA

LA

Title 23, Chapter 3 of Revised Statutes of 1950 as Amended

city or parish superintendent of schools.

work except as provided in RS 23:151.

No minor under the age of 18 years shall be employed until the employer has

procured and has on file an employment certificate for such minor issued by the

No minor under the age of 14 years may be employed, permitted, or suffered to

manufacturing, non-mining, non-hazardous jobs under the following conditions,

8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1

No minor under the age of 18 years may be employed, permitted, or suffered to

such period for meals. Such interval shall not be included as part of the working

There are no time standards for minors 16 and 17 years of age regarding the

work for any five hour period without one interval of at least thirty minutes within

eight hour rest break at the end of each work day, before the commencement of the

For purposes of the following items, a day during which school is in session

will be that designated as such by the local school superintendent for the

p.m. and 5:00 a.m. prior to the start of any school day

a.m. and 5:00 a.m. prior to the start of any school day.

time the permissible hours are extended to 9:00 p.m.

No minor 16 years of age who has not graduated from high school shall be

employed, or permitted, or suffered to work between the hours of 11:00

No minor 17 years of age who has not graduated from high school shall be

employed, or permitted, or suffered to work between the hours of 12:00

No minor under 16 years of age who has not graduated from high school

shall be employed, or permitted, or suffered to work between the hours of

7:00 p.m. and 7:00 a.m., except from June 1 through Labor Day, at which

No minor under the age of 16 years shall be employed, permitted, or

suffered to work more than three hours each day on any day when school

is in session, nor more than eighteen hours in any week when school is

Minors (except those indentured as apprentices in accordance with Chapter 4 of

In or about places where stone cutting or polishing is done;

Revised Statutes, Title 23) shall not be employed, permitted, or suffered to work in

In oiling, cleaning, or wiping machinery or shafting, or in applying belts

In or about any plant manufacturing explosives or articles containing

explosive components, or in the use or transportation of the same;

In or about iron or steel manufacturing plants, ore reduction works,

smelters, foundries, forging shops, hot rolling mills, or in any other place

In the operation of machinery used in the cold rolling of heavy metals, or

Youths 14 and 15 years old may work outside school hours in various non-

3 hours on a school day or 18 hours in a school week;

through Labor Day, when evening hours are extended to 9 p.m.

school district in which the minor resides.

the following occupations:

to pulleys;

LA

LA

LA

In or about any mine or quarry;

bending, or planing metals;

In or about sawmills or cooperage stock mills;

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Minor Labor Law Placard

1-866-487-9243 www.dol.gov/agencies/whd

In the operation of power-driven woodworking machines, or off-bearing

As a driver of any motor vehicle on a public road if they are 16 years of age

or younger. Minors 17 years of age or older may be employed, permitted,

restrictions. (For an explanation of these restrictions contact the

In the operation of passenger or freight elevators or hoisting machines;

In any place or establishment in which the sale of alcoholic beverages, as

defined in R.S. 26:241, constitutes its main business, unless the minor is

a musician performing in a band on the premises under written contract

with the holder of the alcoholic beverage permit for a specified time

period and is under direct supervision of his parent or legal guardian

retail dealer's alcoholic beverage permit or license, for which the sale

minor's employment does not involve the sale, mixing, dispensing, or

during such time. Any place or establishment holding a duly issued

of alcoholic beverage does not constitute the main husiness of the

serving of alcoholic beverages for consumption on the premises.

In any other place of employment or in any other occupation that the

Director of Workforce Development shall, after public hearing thereon

determine hazardous or injurious to the life, health, safety or welfare of

Employs, permits or suffers a minor to work in violation of the provision

representatives admission to the premises where minors are employed,

Hides or causes any minor to escape or gives him warning of the approach

of any officer charged with the enforcement of the provision of this Part;

Refuses to the Director of Workforce Development or authorized

or otherwise obstructs the Director of Workforce Development or

Violates any other provisions of this Part for which a penalty is not

otherwise provided, shall be fined not less than one hundred dollars

(\$100) nor more than five hundred (\$500), or imprisoned for not less than

Any person who violates these provisions shall, in addition to the criminal

penalty provided above, be liable for a civil penalty not to exceed five

representatives in the performance of their duties; or

thirty (30) days nor more than six months, or both.

hundred dollars (\$500) for each violation which occurs.

Each day during which any violation of these provisions continues shall constitute

Louisiana Workforce Commission

www.laworks.net

An Equal Opportunity Employer Program. | Auxiliary aids and services are available

a separate offense and the employment of any minor in violation of these

provisions shall, with respect to such minor, constitute a separate offense

In spray painting or in occupations involving exposure to lead or its

compounds, or to dangerous or poisonous dyes and chemicals;

or suffered to work as a driver of a motor vehicle only under certain

Louisiana Workforce Commission at 225-219-2989.)

REV. 04/2023

FED

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT CONTRACTORS AND SUBCONTRACTORS: Louisiana Workforce Commission Fraud Hotline at 1-(833)-708-2866 or email

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

Employer Support of the Guard and Reserve • 1-800-336-4590

Independent Contractor or Employee?

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service

or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past

and present members of the uniformed services, and applicants to the uniformed services.

ENFORCEMENT

HEALTH INSURANCE PROTECTION

If you leave your job to perform military service, you have the right to

you and your dependents for up to 24 months while in the military.

elect to continue your existing employer-based health plan coverage for

Even if you don't elect to continue coverage during your military service,

you have the right to be reinstated in your employer's health plan when

you are reemployed, generally without any waiting periods or exclusions

The U.S. Department of Labor, Veterans Employment and Training Service

(VETS) is authorized to investigate and resolve complaints of USERRA

For assistance in filing a complaint, or for any other information on

USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at

https://www.dol.gov/agencies/vets/. An interactive online USERRA

Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra.

If you file a complaint with VETS and VETS is unable to resolve it, you may

request that your case be referred to the Department of Justice or the

You may also bypass the VETS process and bring a civil action against an

Office of Special Counsel, as applicable, for representation

The rights listed here may vary depending on the circumstances. The text of this

notice was prepared by VETS, and may be viewed on the internet at this address:

https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires

employers to notify employees of their rights under USERRA, and employers may

meet this requirement by displaying the text of this notice where they customarily

employer for violations of IISFRRA

place notices for employees

UITaxfraud@lwc.la.gov.

effectuate this purpose.

R.S. 23:1711

(e.g., pre-existing condition exclusions) except for service-connected

The law says that you are an employee unless

You are free from direction and control in performing your job, AND You perform work that is not part of the usual work done by the business that hired you OR is not performed on the business's premises, AND You are customarily engaged in an independently established trade, occupation, profession or business.

Your employer cannot consider you to be an independent contractor unless all three

You have the right to be reemployed in your civilian job if you leave that job to

you ensure that your employer receives advance written or verbal notice

you have five years or less of cumulative service in the uniformed services

you return to work or apply for reemployment in a timely manner after

If you are eligible to be reemployed, you must be restored to the job and benefits

you would have attained if you had not been absent due to military service or, in

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

In addition, an employer may not retaliate against anyone assisting in the

enforcement of USERRA rights, including testifying or making a statement in

connection with a proceeding under USERRA, even if that person has no service

you have not been separated from service with a disqualifying discharge

are obligated to serve in the

any benefit of employment

uniformed service:

promotion; or

perform service in the uniformed service and:

conclusion of service: and

are a past or present member

have applied for membership

in the uniformed service: or

retention in employment:

then an employer may not deny you:

initial employment:

reemployment;

of the uniformed service:

while with that particular employer

or under other than honorable conditions.

of your service:

some cases, a comparable job.

of these facts apply to your work. IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY **EMPLOYEES AS INDEPENDENT CONTRACTORS OR PAY EMPLOYEES**

Employee Rights: If you are an employee, you are entitled to: Unemployment benefits, if unemployed through no fault of your own, able to work, and meet other eligibility requirements. Workers' Compensation benefits for on-the-job injuries It is a violation of this law for emplovers to retaliate against anyone who

asserts their rights under the law. Retaliation subjects an employer to civil

penalties, a lawsuit or both. If you have questions about whether you are an

employee or independent contractor, or you want to file a complaint, call the

Independent Contractors: If you are an independent contractor, you must pay all taxes required by Louisiana

and Federal Law **Employer Consequences:** Pursuant to Louisiana Employment Security Law R.S. 23:1711 (G): Penalties for misclassifying a worker as an independent contractor include:

Fines of up to \$2500 per misclassified worker per instance. Imprisonment for up to 90 days Prohibited from contracting with any state agency or political subdivision of the state for three years.

This notice must be posted in a conspicuous place, setting forth information to

Louisiana Workforce Commission

www.laworks.net An Equal Opportunity Employer Program. Auxiliary aids and services are available

upon request to individuals with disabilities. 1-800-259-5154 (TDD)

REV. 09/2021

Earned Income Credit *EIC 2023*

REV. 05/2022

LA

Notice to Employees of Federal Earned Income Tax Credit (EIC) If you make \$57,000* or less, your employer should notify you at the time of hiring of the potential availability of Earned Income Tax Credits. Earned Income Tax Credits

are reductions in federal income tax liability for which you may be eligible if you meet certain requirements. Additional information and forms for these programs can be obtained from your employer or the Internal Revenue Service. * Earned Income and adjusted gross income (AGI) must each be less than: \$56,838 (\$63,698 married filing jointly) with three or more qualifying children

\$52,918 (\$59,478 married filing jointly) with two qualifying children \$46,560 (\$49,622 married filing jointly) with one qualifying child \$17,640 (\$24,210 married filing jointly) with no qualifying children

You may claim the Earned Income Credit on Form 1040 and add Schedule EIC if you have children. If you need more information regarding the EITC or to check on updates, you should contact the IRS at 1-800-829-1040 or visit the IRS Website at www.irs.gov.

Additional EITC resources are also available at the IRS EITC Home page:

https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit-eitc

Visit the IRS on the Web at www.irs.gov or call toll-free at 1-800-829-1040. Every employer shall keep conspicuously posted in or about the premises wherein any worker is employed, a printed copy or abstract of those labor laws which the Secretary may

designate, in a form to be furnished by the Secretary. R.S. 23:15, 23:1018.2 **Louisiana Workforce Commission**

The Department of Labor www.laworks.net An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

in operation of power-driven machinery for punching, shearing, stamping, upon request to individuals with disabilities. 1-800-259-5154 (TDD) REV. 09/27/2022

You are unemployed.

You have registered for work.

to qualify you under the law.

self-employment when directed.

law of another state or the United States.

is work-related, even if you deem it to be minor. Occupational Disease or Death

the disease manifests itself

resulted from occupational disease.

subject such person to criminal as well as civil liabilities.

prejudiced by the delay or failure to give notice.

LA

least forty years of age.

the basis of the individual's age.

individual's age.

claim with his/her employer within one year of the date that:

the employee is disabled as a result of the disease.

You may also be disqualified:

You may be disqualified from drawing benefits on your claim if:

Louisiana law forbids genetic discrimination and limits genetic testing in the workforce. Employers also must grant one day's leave of absence from work to obtain genetic testing eventative cancer screening. Employees must provide at least 15 days notice prior t the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt he employer's operations. An employee shall not be required to share the results of genetic testing or a preventative cancer screening with the employer. The employer is not required to provide paid time off for the leave, but shall permit the employee to use any accrued vacation

Key terms are used to establish specific genetic discrimination and privacy protections. They

"Genetic monitoring" is the periodic examination of employees to evaluate changes to their genetic material that may have developed in the course of employment due to exposure to toxic substances in the workplace "Genetic services" are defined as the health services provided to obtain, assess, or

interpret genetic information for diagnostic or therapeutic purposes, or for genetic "Genetic test" means the analysis of human DNA, RNA, chromosomes, and those proteins and metabolites used to detect heritable or some somatic disease relate genotypes or karyotypes for clinical purposes. It must be generally accepted in the

agent acting for such an organization

"Medically necessary" means those healthcare services that are in accordance with evidence-based medical standards or that are considered by most physician

scientific and medical communities to qualify under this definition. "Labor organization" means any organization which exists for the purpose of collective bargaining with employers concerning grievances, terms, or conditions of employment, or other mutual aid or protection in relation to employment or any

or independent licensed practitioners within the community to be the standard o

Genetic Discrimination

Genetics in the Workplace

ndividual or that of an individual's family members, or the occurrence of a disease or medical condition or disorder in family members of the individual. Nondiscrimination Louisiana law also provides that an employer, labor organization or employment agency shall not discriminate on the basis of protected genetic information, and an employer, labor

"Preventive cancer screening" means healthcare services necessary for the detection of cancer in an individual, including but not limited to magnetic

"Protected genetic information" is information about the genetic tests of an

ce imaging, ultrasound, or some combination of tests

training, or other training program shall not discriminate on the basis of protected geneti Exceptions An employer, labor organization or employment agency may request protected genetic

information with an offer of employment in limited circumstances. They may request, collect or purchase protected genetic information under limited circumstances if there is a request for or receipt of, genetic services, and the effect of genetic monitoring of toxic substance shall be If you believe you have been discriminated against, please contact the

Louisiana Commission on Human Rights at (225) 342-6969, or visit us at www.gov.lousiana.gov/page/lchr. LSA-R.S. S1:2231(c) This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose R.S. 23:302: R.S. 23:368, 369, and 370

Louisiana Workforce Commission www.laworks.net

REV. 08/2023

Prohibition of sickle cell trait discrimination; exceptions A. It is unlawful for an employer to engage in any of the following practices: 1. Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation.

Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities. or otherwise adversely affect his status as an employee, because such

3. Reduce the wage rate of any employee in order to comply with the B. It is unlawful for an employment agency to fail to refer or refuse to refer for employment, or otherwise to discriminate against, any individual because such individual has sickle cell trait, or to classify or refer for employment any

individual on the basis that such individual has sickle cell trait. It is unlawful for a labor organization to engage in any of the following any individual because of sickle cell trait.

1. Exclude or expel from its membership, or otherwise discriminate against, 2. Limit, segregate, or classify its membership, or classify or fail to refer or refuse to refer for employment any individual in any way which would

deprive or tend to deprive any individual of employment opportunities, or limit such employment opportunities, or otherwise adversely affect his status as an employee or as an applicant for employment, solely because such individual has sickle cell trait 3. Cause or attempt to cause an employer to discriminate against an

individual in violation of the provisions herein. D. It is unlawful for an employer to discriminate against any of his employees or

applicants for employment, for an employment agency to discriminate against

working day in each of twenty or more calendar weeks in the current or preceding

employment or an employee with medical needs causing limitations arising from

employee's physical limitations caused by her pregnancy, unless the employer can

demonstrate the accommodation would pose an undue hardship on the operation

Making existing facilities readily accessible to and usable by an applicant

Providing scheduled and more frequent or longer compensated break

Providing a private place, other than a bathroom stall, for the purpose of

Providing seating or allowing the employee to sit more frequently if the

Temporarily transferring the employee to a less strenuous or hazardous

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to

of its business. "Reasonable accommodation" may include but is not limited to:

calendar year are prohibited from discriminating against an applicant for

Louisiana employers have a general duty to reasonably accommodate an

pregnancy, childbirth, and related medical conditions.

or employee with covered limitations;

Providing more frequent bathroom breaks;

expressing breast milk;

Modifying food or drink policy;

vacant position, if qualified;

job requires the employee to stand;

Assistance with manual labor and limits on lifting;

Providing job restructuring or light duty, if available;

individuals with disabilities. 1-800-259-5154 (TDD)

that agreement, you must first lodge a complaint with him.

Louisiana Workforce Commission

Your employer has a duty to inform you at the time of your hire what your wage

If your employer should, for reasons within his control, fail to pay you according to

If no action is taken to resolve your complaint, you may report the violation to the

rate will be, how often you will be paid and how you will be paid, and of any

LA

LA

Reasonable Accommodation

any individual, or for a labor organization to discriminate against any member

Sickle Cell Trait Discrimination

thereof or applicant for membership because such individual, member, or applicant for membership has opposed any practice made unlawful by this Section, or because the individual, member, or applicant for membership terms, conditions, or privileges of employment, because such individual has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or litigation under the provisions herein.

E. It is unlawful for an employer, labor organization, or employment agency to print or publish, or cause to be printed or published, any notice or any classification or referral for employment by such a labor organization, or relating to any classification or referral for employment by such employment agency indicating any preference, limitation, specification, or discrimination based on sickle cell trait. Acts 1997, No. 1409, §1

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/HumanRights/humanrightshome.htm. LSA-R.S. 51:2231(c)

Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises a notice, to be prepared by the Louisiana Workforce Commission, setting forth information as the department

deems appropriate to effectuate the purposes of this Part. R.S. 23:352, 354

Louisiana Workforce Commission www.laworks.net

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

REV. 04/2010

Pregnancy Rights of Employees Acquiring or modifying equipment or devices necessary for performing essential job functions; or ouisiana employers who employ more than twenty-five employees for each

Modifying work schedules **Employer Obligation**

In addressing an employee's pregnancy, childbirth, or related medical condition, Louisiana employers may not:

Refuse to promote her Refuse to select her for a training program leading to promotion, provided she is able to complete the training program at least three months prior to the anticipated date of departure for her pregnancy leave; Discharge her from employment or from a training program leading to

Discriminate against her in compensation or in terms, conditions, or Deny the same benefits and privileges of employment given other non-

pregnant persons, including the taking of disability or sick leave made available to temporarily disabled employees; Deny leave to her for a reasonable amount of time Refuse to transfer her to a less strenuous or hazardous position, if so

requested and if a policy, practice, or collective bargaining agreement is in place authorizing such a transfer. The provisions of law detailed herein may be found in La. R.S. 23:341 and 23:342. Complaints arising from these provisions of law may be made to the Louisiana Commission on Human Rights (LCHR). To learn more or to file a complaint online please visit the following site: https://gov.louisiana.gov/page/lchr. La. R.S. 23:342 states that this notice shall be posted in a conspicuous place in an

area that is accessible to employees in an employer's place of business.

WORKFORCE The Department of Labor

REV. 11/2021

effectuate this purpose R.S. 23:633(D) **Louisiana Workforce Commission**

This notice must be posted in a conspicuous place, setting forth information to

www.laworks.net An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD) REV. 01/2016

Louisiana Workforce Commission

In the national guard, reserves, or on active duty? You have certain protected employment and re-employment rights, freedom from discrimination rights, and civil relief rights. Under state and federal law, if you

Guard and Reserve Committee at 1-800-336-4590, or log on to www.ESGR.org, or e-mail questions to questions@LAESGR.com. Honoring your service.

Timely Payment of Wages

EMPLOYER SUPPORT OF THE GUARD AND RESERVE upport your uniformed services, and place this poster in a conspicuous place as required by law.

Copyright 2023 J. J. Keller & Associates, Inc. • Neenah, WI • Printed in the USA

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

You may be eligible to receive unemployment insurance benefits provided:

You are able to work, available for work, and actively conducting a search

Employment Security Law during your base period in an amount sufficient

You have been paid wages by employers subject to the Louisiana

You have left work voluntarily without good cause attributable to a

You have been discharged for misconduct connected with your work.

You fail without good cause to: (a) apply for available suitable work,

(b) accept suitable work when offered, or (c) return to your customary

For any week with respect to which the Administrator finds that your

unemployment is due to a labor strike which is in active progress at

the factory, establishment or other premises at which you are or were

last employed, and in which you are participating, or in which you are

For any week with respect to which or a part of which you have received or

are seeking unemployment benefits under an unemployment insurance

You should report to your employer any occupational disease or personal injury that

In case of an occupational disease, all claims are barred unless the employee files a

In case of death arising from an occupational disease, all claims are barred unless

the dependent(s) file a claim with the deceased employee's employer within one

In case of injury or death caused by a work-related accident, an injured employe

or any person claiming to be entitled to compensation either as a claimant or as

a representative of a person claiming to be entitled to compensation, must give

notice to the employer within 30 days of the injury. If notice is not given within

fraudulent action by the employer, employee, or any other person for the purpose

of obtaining or defeating any benefit or payment of workers' compensation shall

The above mentioned notice should be filed with the employer at the address

A notice so given shall not be held invalid because of any inaccuracy in stating

the time, place, nature or cause of injury, or otherwise, unless it is shown that the

employer was in fact misled to his detriment thereby. Failure to give notice may not

harm the employee if the employer knew of the accident or if the employer was not

The prohibitions herein listed shall be limited to individuals who are at

A. It is unlawful for an employer to engage in any of the following practices:

1. Fail or refuse to hire, or to discharge, any individual or otherwise

2. Limit, segregate, or classify his employees in any way which would

discriminate against any individual with respect to his compensation,

or his terms, conditions, or privileges of employment because of the

deprive or tend to deprive any individual of employment opportunities

or otherwise adversely affect his status as an employee because of the

Reduce the wage rate of any employee in order to comply with the

employment, or otherwise to discriminate against, any individual because of

the individual's age, or to classify or refer for employment any individual on

It is unlawful for a labor organization to engage in any of the following $% \left\{ \mathbf{r}^{\prime}\right\} =\left\{ \mathbf{r}^{\prime}\right\} =\left\{$

1. Exclude or expel from its membership, or otherwise to discriminate

Limit, segregate, or classify its membership, or to classify or fail or refuse to refer for employment any individual, in any way which would deprive or tend to deprive any individual of employment opportunities, or would

limit such employment opportunities or otherwise adversely affect his

3. Cause or attempt to cause an employer to discriminate against an

It is unlawful for an employer to discriminate against any of his employees

or applicants for employment, for an employment agency to discriminate

against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership because the individual, member,

or applicant for membership has opposed any practice made unlawful by this

Section, or because such individual, member or applicant for membership

has made a charge, testified, assisted, or participated in any manner in an

individual in violation of the provisions herein.

status as an employee or as an applicant for employment, because of the

against any individual because of his age.

It is unlawful for an employment agency to fail or refuse to refer for

30 days, no payments will be made for such injury or death. In addition, any

the date the claimant has reasonable grounds to believe that the death

the employee knows or has reasonable grounds to believe that the disease

substantial change made to the employment by the employer.

You have been discharged for the use of illegal drugs.

Your employer is subject to the Louisiana Employment Security Law and is required For any week with respect to which or a part of which you are receiving or

Unemployment Insurance

to post this notice in a conspicuous place. Your employer has contributed to the have received other remuneration (i.e., Workers' Compensation, pensions, Louisiana Trust Fund from which benefits are paid. No amount of contributions to vacation pay, wages in lieu of notice, or severance pay). the Trust Fund is deductible from your earnings. **Total Unemployment**

Workers' Compensation

Out-of-State Motor Vehicles

Duties of employees and employers

Each employer in this state shall notify each person employed by that employer of the requirement of Subsection A of this Section. The notice shall be by direct

Louisiana Workforce Commission

www.laworks.net

Age Discrimination

shall apply for a certificate of registration for each of those vehicles within thirty days of the date on which the person was employed in Louisiana.

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

communication at the time of employment and by posting a notice in a prominent location at the place of employment.

The provisions of this Section shall not be applicable to members actively serving in the armed forces of the United States.

This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. R.S. 47:501.1

Any person who is a resident of a state which requires registration of the motor vehicle or motor vehicles of a person who is employed in that state within thirty days of

such employment, and who is employed in and maintains a residence in Louisiana and who operates one or more vehicles on the public streets and roads in Louisiana

If you make a false statement knowing it to be false or intentionally fail to disclose an important fact in order to receive or increase a benefit amount, you shall be disqualified for not more than the 52 weeks which immediately follow the week in which such determination is made and shall not be entitled to further benefits until cash repayment has been made or the claim for repayment has prescribed. In addition, the law provides: Whoever makes a false statement or representation to the Agency knowing it to be false, or knowingly fails to disclose a material fact to obtain or increase any benefit or other payment under this Chapter, or under an employment security law of any other State, or the Federal Government, or of a foreign government, either for himself or for any other person, shall be guilty of a misdemeanor, and shall be fined not less than \$50 nor more than \$1,000 or imprisoned for not less than 30 days nor more than 90 days, or both, in the discretion of the court. Each such false statement or representation or failure to disclose a material fact shall constitute a separate offense. To file a new unemployment claim, reopen an existing claim, file for weekly unemployment benefits, or to get answers about your Unemployment Insurance

online, visit us on the Web at www.laworks.net. If you do not have access to the internet, or prefer to manage your Unemployment Insurance claim by phone, call the Unemployment Insurance Call Center at This notice must be posted in a convenient and conspicuous place in the employer's

place of business. R.S. 23:1621 **Louisiana Workforce Commission** www.laworks.net

upon request to individuals with disabilities. 1-800-259-5154 (TDD)

In the event you are injured, you are entitled to select a physician of your choice

for treatment. The employer may choose another physician and arrange an

In order to preserve your right to benefits under the Louisiana Workers'

Compensation Law, you must file a formal claim with the Office of Workers'

not been made or within one year after the last payment of weekly benefits.

Compensation Administration within one year after the accident if payments have

If you desire any information regarding your rights and entitlement to benefits as

prescribed by law, you may call or write to the Office of Workers' Compensation

Administration, Post Office Box 94040, Baton Rouge, Louisiana 70804-9040 or

Notice shall be given by delivering it or sending it by certified mail or return receipt

Louisiana Workforce Commission

www.laworks.net

An Equal Opportunity Employer Program. Auxiliary aids and services are available

E. It is unlawful for an employer, labor organization, or employment agency

to print or publish, or cause to be printed or published, any notice or

advertisement relating to employment by the employer or membership in or

any classification or referral for employment by such an employment agency

indicating any preference, limitation, specification, or discrimination based

1. Take any action otherwise prohibited under Subsection A, B, C, or E, where

age is a bona fide occupational qualification reasonably necessary for the

normal operation of the particular business, or where the differentiation is

retirement, pension, or insurance plan, which is not a subterfuge to evade

the purpose herein except that no such employee benefit plan shall excuse

F. It is not unlawful for an employer, employment agency, or labor organization

2. Take any action otherwise prohibited under Subsection A, B, C, or E

3. Discharge or otherwise discipline an individual for good cause.

Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at

Every employer, employment agency, and labor organization shall post and keep

Louisiana Workforce Commissi

www.laworks.net

An Equal Opportunity Employer Program. Auxiliary aids and services are available

upon request to individuals with disabilities. 1-800-259-5154 (TDD)

posted in conspicuous places upon its premises, setting forth information to

If you believe you have been discriminated against, please contact the

www.gov.state.la.us/HumanRights/humanrightshome.htm.

to observe the terms of a bona fide employee benefit plan, such as

to engage in any of the following practices:

the failure to hire any individual

Acts 1997, No. 1409

effectuate this purpose.

R.S. 23:311, 312

based on reasonable factors other than age.

R.S. 23:1302 states that this notice should be posted in a convenient and

upon request to individuals with disabilities. 1-800-259-5154 (TDD)

conspicuous place in the employer's place of business

Name and Address of Insurance Company

An Equal Opportunity Employer Program. Auxiliary aids and services are available

REV. 01/2009

REV. 05/2003

REV. 07/2004

REV. 04/2010

Rev. 05/2023



manufacturers, distributors and dispensers.

DEPARTMENT OF LABOR

WAGE AND HOUR DIVISION

www.dol.gov/agencies/whd



All workers have the right to:

A safe workplace.

 Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.

 Receive information and training on job hazards, including all hazardous substances in your workplace.

 Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.

Participate (or have your representative

participate) in an OSHA inspection and speak in private to the inspector. • File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been

 See any OSHA citations issued to your employer. Request copies of your medical records, tests

the workplace injury and illness log.

that measure hazards in the workplace, and

retaliated against for using your rights.

This poster is available free from OSHA.

Contact OSHA. We can help.

Go to: JJKeller.com/LLPverify

Enter this code: 69382-082023

ONLINE

What does my employer need to do? An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious If you are eligible for FMLA leave, your **employer must**

or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law

You **do not have to share a medical diagnosis** but must provide enough information to your employer so

FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may

they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if

Allow you to take job-protected time off work for a qualifying reason,

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

you are eligible, your employer must notify you in writing:

You have at least 1,250 hours of service for your employer during the 12 months before your leave, and About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

> DEPARTMENT OF LABOR UNITED STATES OF AMERICA WAGE AND HOUR DIVISION

> > Retaliation

UNITED STATES DEPARTMENT OF LABOR

FED

Who is Protected?

temporary employees

Job applicants

National origin

Age (40 and older

What Organizations are Covered?

State and local governments (as employers)

What Employment Practices can be Challenged as

Educational institutions (as employers)

Pay (unequal wages or compensation)

held religious belief, observance or practice

Most private employers

Staffing agencies

All aspects of employment, including:

Hiring or promotion

Assignment

Benefits

Job training

Classification

or proceeding

Discharge, firing, or lay-off

Discriminatory?

Disability

U.S. Equal Employment Opportunity Commission **Know Your Rights: Workplace Discrimination is Illegal**

What can You Do if You Believe

Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay,

been discriminated against at work or in applying for a job, the EEOC may be able to help. discrimination (including accommodation) or pregnancy

> because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-4000 (toll free)

> > 1-800-669-6820 (TTY)

available at www.eeoc.gov.

Identity, National Origin

Disability

an EEOC field office (information at www.eeoc.gov/field-office) info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is

1-844-234-5122 (ASL video phone)

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance

Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases Race, Color, Religion, Sex, Sexual Orientation, Gender

equality of opportunity in all aspects of employment Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees

Executive Order 11246, as amended, prohibits employment discrimination

by Federal contractors based on race, color, religion, sex, sexual orientation,

gender identity, or national origin, and requires affirmative action to ensure

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at

all levels of employment, including the executive level.

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

discrimination, participates in an OFCCP proceeding, or otherwise opposes Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also

be contacted by submitting a question online to OFCCP's Help Desk

at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential If you believe you have been discriminated against in a program of

any institution which receives Federal financial assistance, you should

immediately contact the Federal agency providing such assistance.

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests

either for pre-employment screening or during the course of employment Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical

more restrictive with respect to lie detector tests **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

Job Safety and Health IT'S THE LAW!

against an employee for using any of their

reporting a work-related injury or illness. Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a workplace

rights under the law, including raising a health

and safety concern with you or with OSHA, or

 Provide required training to all workers in a language and vocabulary they can understand.

Prominently display this poster in the workplace.



fatality or within 24 hours of any work-related

 Post OSHA citations at or near the place of the alleged violations. On-Site Consultation services are available to small and medium-sized employers, without





working conditions, including shift and location, at the end of your leave. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer** must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint



REV. 04/2023

Protected Veteran Status

Retaliation is prohibited against a person who files a complaint of discrimination by Federal contractors under these Federal laws. immediately: The Office of Federal Contract Compliance Programs (OFCCP)

Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

district office, listed in most telephone directories under U.S. Government.

on the basis of sex in educational programs or activities which receive Federal financial assistance. **Individuals with Disabilities**

REV. 06/27/2023











inpatient hospitalization, amputation, or loss



To update your labor law posters contact **TWO** ways to verify poster compliance!

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic The law does not preempt any provision of any State or local law or any collective bargaining agreement which is

1-866-487-9243

Employers must: Provide employees a workplace free from

citation or penalty, through OSHA-supported consultation programs in every state.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

QR CODE Scan with phone camera:

investigation, proceeding, or litigation pursuant to the listed herein provisions

This poster is in compliance with federal and state posting requirements.